

# WORKPLACE MASK POLICY MUST HAVES

A growing number of states have mandated the use of face coverings while in public to reduce the spread of the virus. It is up to business owners to create and enforce their own workplace mask policies to ensure the safety of their employees.

To help organizations create these policies, there are a few must haves that should be included.



## EXPLAIN WITH FACTS

When creating a workplace mask policy, start with the facts. Explaining why wearing a mask will slow the spread of COVID-19 and keep employees safe will help encourage compliance.

According to the CDC, masks are recommended as a barrier to prevent droplets from traveling into the air. When in situations where close contact with one another is possible, wearing a mask will protect from potential spread.

Learn the Facts: [CDC's Face Coverings Page](#)



## PROVIDE INSTRUCTIONS

To ensure all employees understand what is required of them, the policy should include when and where masks will be required.

According to the CDC recommendations, employees should wear their masks at all times in situations where social distancing of a minimum of 6 feet is impossible. Clearly state in the policy areas that fall under this condition (shared offices, cubical areas, breakroom, bathroom, etc.). The policy should also state specific areas where they will not be required to wear face coverings (personal offices, while eating, etc.).



## OBTAINING A MASK

The policy should also consider if the organization will be providing masks or if the employee is responsible for purchasing their own. If it will not be provided, the type of mask the employee should obtain should be detailed in the policy.

Unless the employee is categorized as a healthcare worker or other first responders, surgical masks or N95 respirations should not be required.

Also outline where masks should be kept when not worn and the proper disposal of face masks if applicable.



## EXCEPTIONS & VIOLATIONS

There are exceptions to who should wear face coverings. The CDC specifies that employees with health conditions that cause trouble breathing are exempt from these policies. Make sure to include these exceptions in the workplace mask policy.

The consequences of not abiding by the workplace mask policy should be outlined clearly. If violations occur, will violators be asked to leave the premises? Will they be written up?

Finally, each employee should sign off on the new face mask policy for legal purposes.